



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: 3/19/14

Brenda Funke
PO Box 335
Fontanelle, IA 50846

Dear Brenda,

This letter is in regards to the 3/18/14 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.
- ☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. (You need to practice and record monthly fire and tornado drills. I suggest using the Emergency Drill Record sheet.)
- ☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. (You need to install a battery operated smoke detector in your master bedroom that is used for naps.)
- ☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. (You need to obtain current vet statements for all three of your dogs to be kept on file. If it has been more than a year since their last check-up, a new appointment must be scheduled.)
- ☐ 110.5(1)r Fence for aboveground pool is four feet above sidewalls of pool. Height of pool walls not included in measurement. (Your pool arrangement is currently not in compliance with State standards for a Registered childcare provider. The current pool cannot be filled with water or put into use until fencing at least 8 feet high is established all the way around it with a locked gate. If any childcare children are to use the pool, written permission from the parents must be renewed each year and the statements in their file. Rescue equipment must be present around the pool which includes a reach pole and a flotation device. If you plan to change the pool or the set-up, you can call me with any questions.)
- ☐ 110.5(1)s If children use above ground or in-ground swimming pools:
- ☐ 110.5(1)s Written permission from the parents is on file.
- ☐ 110.5(1)s Equipment needed to rescue a child or adult is accessible.

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. (You need to obtain current physician signed statements of health for yourself and all household members to be kept on file. These need to be renewed every two years.)

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains: (You need to assemble a case file for one or two of your children.)

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. (Each file needs a current physician signed statement of health.)

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. (Many of your files need a current immunization report.)

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before 5/21/14.**

☒ Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after 5/21/14.

Please call me if you have any further questions.

Sincerely,



Earl Crow
Child Development Home Compliance Checks
DHS, Story County
(515) 268-7106

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes:
441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).